STATE OF GEORGIA

RECORDS SERIES PROFILE RECORDS RETENTION SCHEDULE APPLICATION # 920218-02

Sheet 1 of 1

SCHEDULE #: 00-0027-A

EFFECTIVE DATE: 12/30/92

Supersedes Schedule #:

27-A

Effective Date:

6/30/75

Agency Code: 0408

Agency: Commissioner of Insurance

Creating

office: Industrial Loan Division

Series

Title/Dates: "Loan Company Examination File," 1988 and continuing

Access: Open

Class: Individual

Related to: The examination of loan companies to determine compliance with the Georgia

Industrial Loan Act (O.C.G.A. 7-3-22). Included in the file are Managers Qualification Affidavit (form IL-15), Examiner's Report (IL-11), and

Examination of Georgia Industrial Loan License (no form number).

Arrangement: Alphabetical by city name, thereunder by company name.

Retention

Requirement: Administrative Need: Four (4) years.

Media: Paper

Disposition

Instructions: Cut off at end of calendar year;

Hold in current files area two (2) years;

Transfer to State Records Center:

Hold two (2) years; then

Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon

Secretary of State Designee

6 gan - 1943 Date

rgs G92-01 12/18/92

NOTE TO FILE

DATE: 8/12/91

BY: PETE E. SCHINKEL AND C.D. SAXON

RE: SCHEDULE # 75-159

This schedule sets disposition for "Loan Company Annual Statements File", 1955 and continuing, approved 6/30/75, and amends the following existing schedules.

- 27-A "Loan Company Examination File", 1925 and continuing.
- 28-A "Loan Company Tax Report Files", 1970 and continuing.
- 37-A "Loan Company License Renewal File", 1975 and continuing.
- 100-A "Original Application for License File, 1975 and continuing. [Schedule 100, effective date 4/7/72 was titled "Loan Company Closed Files" 1955-1969.]

AMENDED SCHEDULES AS PUBLISHED IN 82-RM-1 ARE ATTACHED

75-159 in simply a control # for the Amendment to the observe four schedules. The NUMBER "75-159" does not sceplace the schedules Numbers 27-A, 28-A, 37-A or 100-A,

PAGE
1

GEORG IA	KECOKD2 DISPOSITION STANDARD	RECORDS MANAGEMENT DIVISION
1 . Application Date	INSTRUCTIONS See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
9-3-71	front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
2. Agency Application No.	and forward to Department of Archives and History, Attention:	OCT 15 1971 27 NOV 10 1971)
5	Records Management Officer.	
3 . ACENCY, Division, Subdivision & A		Person to Contact
Office of Comptr Ga. Industrial L	oan Commission	James E., Young
125 Statē Capito Atlanta, Ga.	•	5. Norking Title 6. Tel. No. Deputy Commissioner 2080
7.ACTION REQUESTED		DEDUCY COMMITSSIONED 2000
1 1 V(OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED.
8 Inclusive Dates	9. EXACT SEMINE TITLE	নাৰ্থক, নিন্তু ''ভিচ্চাৰ ক্ৰিক্সকৰ ক্ষেত্ৰৰ ক্ৰিক্স' গো লিক চাটি এই নিৰ্ভাৱ কৰিব কৰিব কৰিব কৰিব কৰিব কৰিব কৰিব কৰিব
1966 to Present	Loan Company Examination File	es

10 What function performed resulted in creation of this series To coordinate investigations of all applicants for Industrial Loan licenses to make the determination that the financial stability, convenience and advantage, and the needs of the consumer will be met before license is issued. Process and issue renewals of the approximately 1100 licensees yearly. To levy and collect annual licenses fees, investigative fees, and monthly Loan Tax onall loans made pursuant to the Act. Receive and investigate complaints relating to the companies licensed by the Department to the degree that the consumer is totally protected. Carry on a program of education to acquaint licensee with provisions of the Act. To provide day-to-day administration of the Law, Rules and Regulations as they apply to the Industrial Loan industry in Georgia.

This series consists of "Managers Qualification Affidavit" (Form IL-15); "Examiners Report" (Form IL-10) describing dual and renewal loans; "Examiners Report" (Form IL-11) describing the refunds made and the late fees collected. Each examination has an examination cover sheet, "Examination of Georgia Industrial Loan Licensee" (No Form number) providing pertinent information to the examination.

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*			By Annual Accumulation	This Year's	Last Year's	Preceding Year	All Pr
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Form: AR-50-71

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STATE OF GEORGIA RECORDS SERIES PROFILE RECORDS RETENTION SCHEDULE APPLICATION # 920218-02

Sheet 1 of 1

Year changed fer plane conveniention with RNO Jet

RGS Recd APR 23 1592

SCHEDULE #: 27-A

EFFECTIVE DATE:

Supercedes Scedule #: 21-A Effective Date: 6/30/75

Agency Code:

Agency:

Commissioner of Insurance

Creating

Office:

Industrial Loan Division

Series

Title/Dates:

"Hoan Company Examination File," 1992 and continuing

Access: Open

0408

Class: Individual

Related To: The examination of loan companies to determine compliance

with the Georgia Industrial Loan Act (OCGA 7-3-22). Included

in the file are Managers Qualification Affidavit (form

IL-15), Examiner's Report (IL-11), and Examination of Georgia

Industrial Loan License (no form number).

Arrangement: Alphabetical by city name, thereunder by company name

Retention

Requirement: Administrative Need: Four (4) years

Media: Paper

Disposition

Cut off at end of calendar year; Instructions:

Hold in current files area two (2) years:

Transfer to State Records Center:

Hold two (2) years; then

Destroy.

The above records retention schedule is consistent with the requirements of the Georgia Records Act (OCGA 50-19-90 et.seq.). The Agency recommends this retention schedule to the State, Records Committee.

Signed:

Agency Head, or Designee

cords Management Officer



Secretary of State

Bepartment of Archibes and History

330 Capitol Abenue, S.F.

Max Cleland SECRETARY OF STATE (404) 656-2881 Atlanta, Georgia 30334

Edward Meldon

DIRECTOR (404) 656-2358 INFORMATION (404) 656-2393 FAX (404) 651-9270

MEMORANDUM

TO:

Jeffery Smith, Records Management Officer, Insurance Dept.

FROM:

Peter E. Schinkel, Schedule Section

DATE:

January 7, 1993

SUBJECT:

State Records Committee approval of application to amend the

records retention schedule for:

"Loan Company Examination File," 1988 and continuing.

Schedule #00-0027-A, effective 12/30/92

Enclosed is a copy of the application submitted and a copy of the records schedule "profile." The signature of the Secretary of State designee on the profile certifies the Committee's approval of the disposition instructions for the described records series for the series dates cited.

The profile is a standardized, data abstract of the information your agency provided in the schedule application plus data from the Committee support staff's research. Please review the data in the profile. If any of the data is incorrect, incomplete or unclear, contact the Schedule Section (656-2373).

The schedule number assigned is the control number for the State Records Committee's official approved schedule case file. The case file contains the original application, staff research notes, correspondence, and other information related to the application or the record series the approved schedule covers.

Please reference the schedule number and the effective date in any communications with the Archives or the Committee about the schedule or the series it covers.

Note: Please call the State Records Center Manager (756-4866 or 756-4867) before preparing the records for transfer.

Please call us at 656-2373 if you have questions.

enclosures

cc:

State Records Center Manager Descriptive Services Division

ARMIS Manager



OFFICE OF COMMISSIONER OF INSURANCE

TIM RYLES

COMMISSIONER OF INSURANCE

SAFETY FIRE COMMISSIONER

INDUSTRIAL LOAN COMMISSIONER

COMPTROLLER GENERAL

SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
MARTIN LUTHER KING, JR., DRIVE
ATLANTA, GEORGIA 30334

February 17, 1992

MEMORANDUM

TO:

Pete E. Schinkel

FROM:

Jeffery J. Smith

Records Management Officer

RE:

Minor Change to Retention Schedule 27-A,

Loan Company Examination File

The Office of Commissioner of Insurance, Industrial Loan Division's current Retention Schedule 27-A, for storing the Loan Company Examination file reads as follows:

Cut off file at end of each calendar year; then transfer to State Records Center; hold 2 years.

We are requesting a change to:

Cut off file at end of each calendar year; hold in current file area 2 years, then transfer to State Records Center; hold 2 years, then destroy.

This will mean holding our current calendar year filings an additional year, until January 1993.

Please advise if this request to amend Retention Schedule 27-A meets with your approval.

LOAN COMPANY CASE FILES - Documents relating to maintaining case records of Industrial Loan Companies.

Included are:

Original Application for License

File - Documents relating to

licensing to conduct business in

Georgia. Included only is company's

first "Application for License"

(Form IL-1, IL-2, IL-3 or IL-4).

File is arranged alphabetically by

city; thereunder alphabetically by

name of company; thereunder numer
ically by company license number when

a company has more than one office in

a city.

Loan Company License File - Documents relating to renewing licenses of companies to conduct business in Georgia. Included are copies of "State of Georgia License" (Form IL-4), Annual License Renewal Application (Form IL-6), and related correspondence. (Corporate Charter may also be included) File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Loan Company Examination File - Documents relating to examining loan companies. Included are Manager's Qualification Affidavit (Form IL-15) Examiner's Report (Form IL-11); Examination of Georgia Industrial Loan Licensee (no form no.). File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Maintain in current files area until company is no longer doing business in Georgia; then

Upon termination of a company's permission to conduct business in the State, remove entire Loan Company Case File from active file and place in Closed Loan Company Case Files; Cut off Closed Loan Company Case File at end of each calendar year; then transfer to State Records Center; hold 10 years; then destroy

Cut off file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 8 years; then destroy.

Cut off file at end of each calendar year; then transfer to State Records Center; hold 2 years; then destroy.

Schedule# 27-A Approved: 11/10/71 Amended: 06/30/75